

# ***ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT***

HUMAN RESOURCE OFFICE  
LOUISIANA NATIONAL GUARD  
CAMP BEAUREGARD  
PINEVILLE, LA 71360

ANNOUNCEMENT NO: LA-410603-A  
OPENING DATE: 01 DEC 10  
CLOSING DATE: 21 DEC 10

LOCATION:  
159<sup>th</sup> Fighter Wing  
New Orleans, Louisiana

UMDA POSITION TITLE: Management Assistant  
UMDA MAX AUTH GRADE: SSgt/E5  
UMDA FAC: 38C100  
UMDA POSITION: 006270

MILITARY DUTY TITLE: Knowledge Operations Manager  
UMD AUTH GRADE: MSgt/E7  
UMD FAC: 38C100  
UMD POSITION: 006268  
DUTY AFSC: 3D071

AREA OF CONSIDERATION: Current enlisted AGR members within the Louisiana Air National Guard

## OCCUPATIONAL REQUIREMENTS:

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

## QUALIFICATIONS:

- a. Compatible AFSC: 3D0X1
- b. Members are ineligible for inter-squadron reassignment or voluntary retraining if making unsatisfactory progress on the Fitness Enhancement Program (Ref: ANGI 40-501).
- c. Knowledge of the 159<sup>th</sup> Fighter Wing Electronic Records Management (ERM) and Records Management Program and process of training all KOM personnel throughout Wing.
- d. Knowledge of the Freedom of Information Act (FOIA) and Privacy Act (PA) Programs.
- e. Ability to accomplish annual reviews and publishing of Additional Duty Assignment Letters (ADALs), publications and forms for the 159<sup>th</sup> Fighter Wing.
- f. Skills in the Official Mail Management (OMM) Program inclusive of identifying and processing of all mail classes for all incoming and outgoing mail.
- g. Skills in processing and publishing orders through the Air National Guard Reserve Order Writing Systems (AROWS) and proper record keeping IAW AFI 33-322 and ERM Solutions.
- h. Skills in processing and updating timecards through the Defense Pay Civilian Systems (DPCS).

## SUMMARY OF DUTIES:

Participates in the training, resource management and leadership of all wing/base IM personnel. Manages, evaluates, tracks and assists those IM personnel assigned Client Support Administrator (CSA) responsibilities. Participates in IM orientation training for new IM hires and upgrade trainees, such as basic personal computer and network training, electronic records management, content management, document security, official mail management, awards program, and IM functional management. Participates in coordination with wing managers regarding wartime training and tasking of IM personnel resources to ensure that requirements are met. Supports the Information Management Functional Manager (IMFM) in identification of IM priorities, tasking, and actions to implement changes. Monitors the deployment, training, and war tasking of IM personnel. Provides input to the IMFM on the impact of war plans, deployment plans, and strategic plans on wing/base IM personnel. Implements IMFM workload tasking for wing/base IM personnel to perform on UTA to ensure combat readiness. Advises wing/base units on Enterprise Information Management (EIM) which encompasses a combination of functions and business processes for leveraging information management techniques, accountability, and policies. Plans, manipulates, and controls information across the Global Information Grid throughout its life cycle to enhance aerospace operations. Executes the wing/base Legacy and Electronic Records Management (ERM) and Records Life Cycle Program as directed by the IMFM for supported organizations

according to Air Force directives using automated management systems, instructions, and general guidance from higher headquarters. Administers electronic records structure, permissions and storage. Provides assistance and guidance to wing/base customers on retention and disposal of records. Participates in staff assistance visits to wing/base Information management functions. Develops records disposition schedules and procedures. Operate records staging area for the wing/base. Implements the wing/base Content Management Program acting on guidance from the IMFM. Provides support on matters concerning official correspondence. Provides input to policies, programs, and procedures. Assists IMFM in the management of official Publications and Forms for the wing/group organizations. Creates wing/base forms and edits base publications. Provides support to customers in electronic publications and forms program to include basic design, creation, and maintenance. Assists IMFM in the management of the Freedom of Information Act (FOIA) and Privacy Act Programs. Provides general support in guidance and training concerning information privacy, confidentiality, security, disclosure and sharing of information collected regardless of media. Serves as alternate wing/base Web Master. Performs internet and intranet web page maintenance and creation. Participates in the management of content for local sites. Maintains Wing/base home page content. Assists users with local web site problems, enhancements and policy. Alternates wing/base administrator of the Air Force Portal and manages wing/base presence on the AF Portal. Assists users with Managing and Preparing Executive Reports (MAPPER), Integrated Automated Orders System (IAOS), and Air National Guard Reserve Order Writing System (AROWS), automated data systems. Resets passwords and provides general guidance. Executes wing/base official U.S. mail program. Accomplishes specialized mail handling procedures. Executes IMFM developed guidance and operating instructions concerning the official mail program. Performs contingency support and reporting. Coordinates government printing service needs of the wing/base. Provides software application assistance for commonly used office automation and other designated approving authority (DAA) approved applications. Assists in training for Information Resource Management and core office application software such as e-mail, word processing, spreadsheet, database, graphics, Internet/Intranet and on IM standard systems. Coordinates and prepares item for contract or warranty repair or replacement as required. Receives, inspects, installs, and verifies the proper operation of equipment returned. Accomplishes required documentation. Consults with and provides advice to Planning and Implementation (P&I) function on relevant issues. Prepares and maintains files and publications IAW current directives to include both paper and electronic media. Coordinates with higher headquarters (HHQ) elements, Program Management Offices, Specific System/Hardware Support Elements, original equipment manufacturer (OEM) vendors and vendor contracted support facilities for issue resolution. Research includes using various means and media to obtain needed information to accomplish the task. May require the use of various stand alone (e.g., paper based, CD, DVD, etc.) or on-line (network or web based) methodologies to obtain needed information. May perform Government Purchase Card (GPC) purchases including the required tracking, receiving and storage of items. Maintains records IAW guiding directives. Performs other duties as assigned.

#### EVALUATION PROCESS:

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

#### APPLICATION PROCEDURES:

- a. Copy of NGB Form 34-1
- b. Two full length photographs (snapshots acceptable)
  - (1) one in service dress
  - (2) one in light blue shirt/blouse long or short sleeves.
- c. Copy of latest Report on Individual Person, (Records Review Rip).
- d. Statement from Commander/Unit Fitness Program Monitor (UFPM) or Supervisor that applicant **is not** on the (FEP) Fitness Enhancement **or is** on the FEP but is making Satisfactory Progress as defined in ANGI 40-501.
- e. \* Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- f. \* Copy of latest Periodic Health Assessment (PHA) date within 1 year.
- g. Copy of latest Point Credit Summary.

\* Not needed by current AGR members of Louisiana National Guard

Applications must be submitted to NGLA-JPM-HA Human Resource Office, Gillis Long Center, ATTN: TSgt Cassie L. Ellis, 5445 Point Clair Road, Carville, LA 70721 NOT LATER THAN CLOSE OF BUSINESS (1600) ON CLOSING DATE **Confirmation of our receipt of your application is the responsibility of the applicant.**

POC: TSgt CASSIE L. ELLIS, [cassie.l.ellis@us.army.mil](mailto:cassie.l.ellis@us.army.mil), (225) 255-8590, DSN 485-8590, NGLA-JPM-HA Human Resource Office, Gillis Long Center, ATTN: TSgt Cassie L. Ellis, 5445 Point Clair Road, Carville, LA 70721 NOTE: This position is also being advertised under Technician Vacancy Announcement LA 410603-A which is open until 21 DEC 10 Personnel desiring to apply for the Technician Position must do so under Technician Vacancy Announcement. See our Web Site for current job announcements:  
<http://la.ng.mil/guardmen-resources/Jobs/AGR/default.aspx>

<u>DISTRIBUTION:</u>	159th FW -10	236th CBCS - 2	159 MSF/DP - 1	LANG-DHR-A - 3
	214th EIS - 5	122nd ASOS - 5	HQ LA ANG - 1	259th ATC - 2